

UTAH STATE DEVELOPMENTAL CENTER		
EMPLOYEE DRESS CODE		PAGE 1 OF 1
DIRECTIVE NUMBER: 11.04	EFFECTIVE DATE: 01-01-99	REVISION DATE: 05-17-10
REVIEWING ENTITY: Human Resource Department		
AUTHORITY REFERENCE:		Approved by: Karen Clarke, Superintendent

I. PHILOSOPHY

The Utah State Developmental Center employees serve as role models for the individuals who live at the facility, and therefore are expected to set an appropriate example at all times. Furthermore, since the Utah State Developmental Center is a public facility, it is important that all employees contribute to establishing and maintaining a positive public image by their proper appearance. Employees are expected to comply with these standards. Employees who fail to comply will be subject to disciplinary action as needed. Supervisors are responsible to enforce the dress code for employees they supervise. They may establish additional standards as needed for the unique health, safety, role modeling, and public image requirements of their specific work area.

II. DIRECTIVE

Employees shall wear clothing appropriate to their job. Clothing and accessories that are safety hazards should not be worn, when working with individuals, when working in living and program areas, when participating in individuals' recreation activities and when working with machinery and equipment. Safety should be the first consideration. Public image and role model expectations are defined by the cultural norms for the public at large and the families of those we serve. **It is suggested that Direct Care Staff wear inexpensive apparel that is in good repair according to the guidelines below.**

III. PROCEDURE

- A. **SAFETY** - In order to protect employees from possible injury to them and to protect individuals who live at the facility, employees shall wear safe clothing appropriate to the work area. Employees are not to wear high heels, "flip flops" or backless shoes, open-toed shoes, excessive jewelry, loose hanging necklaces or earrings or other accessories (to include face jewelry) when working with individuals or equipment which present increased safety risks.
- B. **PUBLIC IMAGE AND ROLE MODEL** - In order to maintain a positive public image and to provide proper role models, employees shall dress in an appropriate manner during work hours. Clothing should be clean, in good repair, modest and well fitting. Extremes in clothing, cosmetics, jewelry, are not allowed. Current guidelines for extreme jewelry are: no more than three earrings per ear in place and no facial jewelry to include tongue, lip, eye brow, nose etc. during working hours. Cutoff pants, tank tops, halter tops, **torn clothing; tops and/or bottoms with holes, stains, or looking old**, and "spandex" clothing are not permitted. Employees shall not remove their shirts, shall not have bare midriffs, and each female staff should wear a brassiere (bra). Clothing imprinted with inappropriate messages should not be worn at work. **Under clothing is not to be revealed.**
 1. Shorts are permitted to be worn on campus and, when appropriate, for special activities off campus with individuals. The length of shorts must be no shorter than four (4) inches above the middle of the kneecap while standing.
 2. Hair should be clean and neatly trimmed. Extreme hairstyles and colors should be avoided. Neatly groomed beards or mustaches are permitted.
 3. The USDC will not replace damaged clothing or jewelry (including watches). **Exceptions will be presented to the USDC Steering Team for approval not to exceed \$20.00 per item.** The USDC will reimburse employees up to \$200.00 towards the repair or replacement of eyeglasses that are damaged by individuals in the course of the employee's work duties.

Karen A. Clarke, Superintendent